

**Alabama Board of Nursing Survey Visit  
Document Audit Guidelines  
ABN Administrative Code §610-X-3-.03(5)**

Purpose: The Document Audit process allows the Alabama Board of Nursing staff to review many relevant documents prior to the Survey Visit. The Board staff will spend the time during the Survey Visit to tour the facilities and interview the nursing program administrator, other administrators if so desired, faculty, and students.

Due Date: The Document Audit should be received at the Alabama Board of Nursing office no later than 30 days prior to the scheduled Survey Visit. A document survey checklist is available for your convenience. (download the ABN Survey Visit Document Checklist located on the ABN website)

Basic Instructions:

1. Save the documents identified on the checklist to the flash drive in a **pdf format** or as a **Word document**.
2. Save the documents in folders that match the **Section** (headers) as found on the ABN Survey Visit Document Checklist. Following this format will provide an efficient way for your program to load and ensure all documents are included, as well as for the Board staff's review.
  - Exceptions: Copy and Paste links to the Governing Institution Catalog and Nursing Student Handbook.
3. The following forms are located on the website ([www.abn.alabama.gov](http://www.abn.alabama.gov)) under the Education tab, Nursing Education Programs, Program Resources. These forms should be used to facilitate reporting of requested information. Instructions are on each form and examples of most forms are available.
  - Qualifications of Faculty & Clinical Supervisors/Adjuncts: Download and complete this Excel spreadsheet from the website. Ensure that information related to all faculty/clinical instructors, lab instructors etc., is entered **on the correct tab(s)**. Please remember to include the Program Director's information as well. When complete, save the Excel spreadsheet to the flash drive in the original format (please do not pdf this file).
  - Pre-Requisite and Co-Requisite Non-Nursing Courses: Download and complete this word document.
  - Nursing Course Descriptions: Download and complete this word document.
  - Clinical Affiliations Grid: Download and complete this word document.
  - Survey Preparation Tool (Example): This is the tool ABN provides post-survey to program(s).
  - Education Facilities Tool: Download and complete this word document. Complete and submit one tool for **each campus in your program**.

Please do not hesitate to contact the ABN Nursing Education Programs staff if you have any questions or desire clarification.

334-293-5200

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